

**DRAFT**

LOGISTICS INSTRUCTION  
NO. LI 42-300-1

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CORRESPONDENCE  
(Date)

USE OF [ ] SPECIAL INDICATOR FOR CABLES AND DISPATCHES

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Reference: a. Notice No. [ ] Organization and Direction of  
Clandestine Activities, Dated 31 January 1956

b. [ ]

**1. PURPOSE.**

The purpose of this Logistics Instruction is:

a. To establish specific internal criteria for Office of Logistics  
use of [ ] as a special indicator.

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b. To provide, on an interim basis, general guidance on internal  
procedures affected by, or related to, use of the [ ] special indicator  
until an evaluation of procedural implications may be appropriately under-  
taken on the basis of actual experience with its use.

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**2. GENERAL.**

a. Referenced notices provide authority and general procedures for  
Office of Logistics use of [ ] as a special indicator to denote action  
responsibility or releasing authority for cable and dispatch communica-  
tions between Headquarters and the field with the proviso that this  
indicator will be utilized only for logistics technical support matters  
not directly affecting or relating to clandestine operations, operational  
security, or other command responsibilities of the Deputy Director (Plans)  
and/or his subordinate components.

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b. [ ] is currently the only authorized special indicator for Office of Logistics' utilization, and any logistics indicators which may have been formerly approved or accepted, such as [ ] have been rescinded. [ ] will hereafter be used as a routing indicator (see paragraph 2.c. below).

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c. [ ] may be used in combination with approved sensitivity or routing indicators in accordance with instructions contained in reference b. and other pertinent Agency instructions on the matter (i.e., [ ] [ ] for direct distribution of correspondence on shipments of household effects to Transportation Division, Office of Logistics).

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### 3. UTILIZATION OF SPECIAL INDICATOR.

In addition to the general criteria and procedures prescribed in referenced notices for the utilization of special indicators, the specific instructions set forth below will be applicable to Office of Logistics' use of [ ]

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#### a. General.

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(1) As a matter of policy, use of [ ] by the Office of Logistics will be confined to subjects and/or actions which, on an individual basis, may be strictly interpreted as being within the spirit and intent of the general criteria set forth in paragraph 2.a. above.

(2) Initially, Office of Logistics utilization of the [ ] special indicator will be coordinated in all instances with the Deputy Director (Plans) component concerned. Coordination will be

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discontinued on specific types of actions only as a result of mutual agreement with the Deputy Director (Plans) component concerned. Listings of types of actions excepted from Deputy Director (Plans) coordination will be maintained on a current basis by the Office of Logistics Staff or Division concerned and copies thereof provided Office of Logistics Registry.

(3) Normally, it may be anticipated that Headquarters responses to  cables and dispatches from the field will be identified by the same indicator; however, if, in the development of the response, fundamental operational considerations become apparent, Office of Logistics action will be formally transferred to the Deputy Director (Plans) component concerned.

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b. Specific.

(1) Attachment 1 identifies the types of actions for which use of the  special indicator would normally be considered appropriate.

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(2) Since, in isolated instances, extremely abnormal circumstances may preclude use of the  special indicator for specific actions within the purview of Attachment 1, the connotations of each individual action must be reviewed prior to use of the special indicator.

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4. RELEASING AUTHORITY.

Director of Logistics, Deputy Director of Logistics, and Assistant Director of Logistics will be authorized releasing officers for the Office of Logistics.

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ATTACHMENT 1

☐ ACTIONS

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1. Subject to the policy, procedures, and limitations set forth in the basic Logistics Instructions (LI No. 42-300-1) and references thereto, the ☐ special indicator will normally be utilized in connection with the categories of Logistics subjects and/or actions set forth in succeeding paragraphs. Examples of specific types of actions considered appropriate are indicated in each instance.

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2. Routine Logistics Reporting Actions (and Related Correspondence) Required by Agency Regulations and Procedural Issuances:

- a. Property in use reports.
  - b. Inventory adjustment reports.
  - c. Stock status reports.
  - d. Stock inventories.
  - e. Excess reports.
  - f. Consolidated Memorandum Receipt listings for Detached Stations.
  - g. Construction progress or status reports.
3. Direction on Highly Technical Matters:
- a. Technical information and instructions on storage, surveillance, packing, and preservation of all categories of supplies, material and equipment.
  - b. Technical information and instructions on construction, architectural, and engineering matters.

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4. Shipments:

a. Information and instructions on over, short, or damaged shipments.

b. Routine notification on EID, EFA, and status of shipments of supplies and equipment (to include Agency-owned vehicles).

c. Routine notification on EID, EFA, and status of shipments of household goods, and personal effects (to include unaccompanied baggage and personally-owned vehicles).

5. Routine Logistics Actions Without Operational Implications:

a. Technical information and instructions on matters involving material handling equipment and/or facilities.

b. Information and instructions on administrative aspects of property disposal.

c. Requisitions for administrative supplies and equipment.

d. Information on availability of supplies and equipment.

e. Information on status of requisitions.

f. Transmittal of supply documentation.

g. Identification of material.

h. Information on matters pertaining to the Agency stock catalog and other cataloging systems.

i. Acquisition and disposal of  vehicles within approved TVA's.

j. Correspondence on data submitted in foreign real property reports.

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